

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## ***Civilian Job Opportunity***

### **2010 Olympics Security Committee Coordinator**

**CLOSES:** June 29, 2007  
**SALARY:** \$3,371 - 4,315 (Range 52), plus great benefits  
**LOCATION:** Camp Murray (Located near Fort Lewis) - Tacoma WA  
**RECRUITMENT#:** NB00004341\*

The Washington Military Department is currently recruiting for an Olympics Security Committee Coordinator at Camp Murray (Near Fort Lewis).

#### **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

#### **POSITION OBJECTIVE**

Under the limited supervision of the Special Assistant to the Director, the 2010 Olympics Security Committee Coordinator is responsible for independently providing professional level support to the Washington State Security Committee for the 2010 Olympics & Paralympics Game, and the 2009 World Police and Fire Games.

This position supports the Department's Mission to safeguard the citizens, property, environment and economy of our state and region by ensuring that the security issues associated with major regional events are anticipated, coordinated and addressed to ensure that the events are conducted in a manner that maximizes safety and mitigates potential risk/exposure.

#### **KEY RESPONSIBILITIES**

- Facilitates support to Security Event Committee to include hosting/planning meetings, logistics for meetings, agenda planning, speaker coordination, note-taking and publishing meeting notes.
- Primary coordinator to communicate with the other Governor's 2010 Olympics & Paralympics committees to include Trade, Tourism and Transportation to ensure continuous collaboration. This includes researching, identifying and analyzing issues for committee input/discussion; oversight of meeting coordination and associated planning, tracking, scheduling and travel arrangements.
- Attends, participates, and facilitates Committee meetings. Ensures meeting notes, minutes, tasking and timelines are documented, published and distributed appropriately.
- Assists work groups in developing 2010 Olympics & Paralympics standard operating procedures, training and exercises, joint operations center and joint information communication plans to support the international athletic events.
- Drafts and edits a wide variety of documents to include budget and legislative documents, plans and articles in support of security projects.

## 2010 Olympics Security Committee Coordinator (EMPS2)

- Facilitates continuous communication with appropriate state and federal legislative and budget contacts under the direction of the agency director, chief financial officer and special assistant to the director.
- Provides project updates and overview briefings to a wide variety of state, local and federal partners.
- Develops, facilitates and posts committee materials to the 2010 Olympics & Paralympics website.
- Researches and identifies potential security partner websites. Coordinates with partner sites to enhance communications across a broader audience and ensure materials provided to partner sites are accurate and posted during the appropriate timeframes.
- Develops pertinent communication outreach tools to possibly include newsletters, focus groups, posters, flyers or other creative media.

### **REQUIRED EDUCATION / EXPERIENCE**

Two years of experience as an Emergency Management Program Specialist 1; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

### **DESIRABLE QUALIFICATIONS**

#### **Experience:**

Six months or more of experience planning, analyzing, and/or mitigating the effects of terrorist / security threats.

#### **Competencies (Knowledge, skills, abilities and behaviors) to:**

- Write, coordinate, deconflict or review contingency plans, emergency response plans, disaster recovery plans, land use plans, and/or mitigation plans.
- Develop, conduct/control and evaluate tabletop, functional, and/or full-scale exercises.
- Develop and deliver presentations and/or speeches to public and private entities.
- Work in an environment requiring strong customer relations, negotiations and problem resolution skills, which includes experience facilitating meetings/groups and working with committees to gain consensus.
- Research federal, state, or local government laws, regulations, or public policy.
- Coordinate, monitor and evaluate a project or program having a specific goal to be achieved within a specific time frame.
- Ability to use Microsoft Office Suite (including Word, PowerPoint, and Excel) to develop complex reports, presentations, correspondence and plans in support of program objectives.
- Use web page design software, such as FrontPage, to design and create basic web pages.
- Establish and maintain collaborative security partnerships with state, local and federal security partners to define collaborative needs, anticipate risk, and facilitate consensus to ensure comprehensive security resources are available in support of special events.
- Substantive duties and/or responsibilities in the operations, programs or policy development for a national or statewide board/committee on program areas to include program budget, strategic planning and national issues affecting state/local government.
- Develop, coordinate, analyze and explain complex or technical information regarding security policy and practices focused on regional security research and planning assignments to assist security partners with furthering strategic partnerships within the region.

## CONDITIONS OF EMPLOYMENT

- This position requires statewide and nationwide travel. Must be willing and able to remain in travel status with monthly requirements averaging five percent.
- Willingness to work in or around Military facilities and programs.
- Must successfully complete the appropriate background checks required to obtain and maintain a secret security clearance. Must be willing to sign releases of information and shall not have access to any investigative materials and files. The processing of security clearances can take up to 12 months post-employment. Failure to successfully pass a background check may be cause for termination.

## APPLICATION PROCESS

Individuals interested in applying for this position apply on-line at [careers.wa.gov](http://careers.wa.gov) using job reference # NB00004341\* or submit the following to [applicant4@mil.wa.gov](mailto:applicant4@mil.wa.gov) or

- A letter of interest clearly describing how your education, skills and experience meet the required and desirable qualifications listed in this announcement.
- Your resume OR E-recruiting profile depicting work experience and/or education that supports your letter of interest.
- [Applicant Profile Form \(Voluntary\)](#) Please note: Applicants applying in E-Recruiting do not need to complete this separate form as this information is part of the application wizard.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7522  
Fax (253) 512-7808

Interviews for this position are anticipated to be conducted on **July 12-13, 2007**. Interested individuals are encouraged to apply early.

## HAVE QUESTIONS REGARDING THE RECRUITMENT & SELECTION PROCESS?

Contact Jennifer Connely at (253) 512-7522 / [Jennifer.Connely@mil.wa.gov](mailto:Jennifer.Connely@mil.wa.gov) or Lynda Henry (253) 512-7942 / [Lynda.Henry@mil.wa.gov](mailto:Lynda.Henry@mil.wa.gov)

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***